

HISTORIC DISTRICT DESIGNATION PROCEDURE

1. Write a letter to Mayor Sheila Dixon expressing your request to have your neighborhood designated an historic district.
2. Write a similar letter to Ms. Kathleen Kotarba, Executive Director of the Commission for Historical and Architectural Preservation (C.H.A.P.), and individual letters to your City Council representatives.
3. Obtain the signatures of the majority of property owners within the area to be designated.
4. Present the petition to C.H.A.P. at a public hearing at which time a presentation should be given, detailing the history of the architecture of the neighborhood.
5. Upon approval of the Mayor and the Commission, the Executive Director of C.H.A.P. presents the neighborhood's request to the Planning Commission.
6. Upon approval, the request for designation is written into an Ordinance and introduced into City Council.
7. The Ordinance is referred to the Urban Affairs Committee. The area is posted according to the City's zoning regulations, and a public hearing is held.
8. The Urban Affairs Committee reports to the City Council as to whether or not it recommends the designation of the area. If the report is favorable the 3rd reading of the Ordinance occurs the following week. The Ordinance is subsequently signed by the President of the City Council and the Mayor.
9. After designation, all exterior changes within the boundaries of the district must be approved by C.H.A.P. The Commission meets monthly to review property changes. Many applications may be approved by the C.H.A.P. staff.

Prior to the above procedures, the Executive Director of C.H.A.P. should meet with the neighborhood association to discuss the advantages and disadvantages of designation.

*The same procedure should be followed to designate a building a City Landmark.

SAMPLE PETITION

The undersigned hereby request that the following area:
be considered for designation as an historic district. The undersigned further understand their responsibilities as stated by the Commission for Historical and Architectural Preservation, Operating Ordinance, Article 6 of the Baltimore City Code,

STANDARDS FOR DESIGNATION

The Commission for Historical and Architectural Preservation has the responsibility of recommending to the Mayor and City Council of Baltimore the adoption of ordinances designating districts and landmarks within the limits of the City of Baltimore having special historical, architectural, educational, cultural, social or community significance, interest, or value as Baltimore City Historic Districts or Landmarks, thereby necessitating their preservation, and protection. For a district to be considered for historic designation the Commission must receive applications requesting historic designation from a majority of the property owners in that district. In making its recommendations, the Commission shall give appropriate consideration to the following standards. In reaching its decision the Commission shall clearly state which standards have been applied.

- A. An historic district should include historic sites, buildings, structures, or landmarks in their original setting which:
 - 1. contribute to the heritage of the community.
 - 2. represent one or more periods or styles of architecture, landscape architecture, building, or construction which has significant character, interest, or value as part of the development, heritage, or culture of the City of Baltimore.
 - 3. contain a sufficient number of structures of related or similar characteristics to make a recognizable entity within logical geographical boundaries, including, but not limited to parks or squares.
 - 4. provide certain historic or scenic value significant to the area.
- B. A Baltimore City Landmark may be a site, structure, landscape, building (or portion thereof), place, work of art, or other object which:
 - 1. dates from a particular period having a significant character, interest, or value, as part of the development, heritage, or culture of the City of Baltimore; or
 - 2. is associated with the life of an outstanding historical person or persons; or
 - 3. is the site of an historic event with a significant effect upon the cultural, political, economic, social, or historic heritage of the City of Baltimore; or
 - 4. is significant of the architectural period in which it was built and has distinguishing characteristics of an architectural style, method of construction, or engineering, or is the notable work of a master builder, designer, engineer, artists, or architect whose individual genius influenced his age; or
 - 5. contributes information of historical, cultural, or social importance relating to the heritage of the community; or
 - 6. has yielded, or may be likely to yield, archeological information important in history or prehistory.